

**C-O-N-F-I-D-E-N-T-I-A-L**

**OFFICE OF TRAINING**

**NOTICE**  
**NO. 30-59**

16 November 1959

**SUBJECT:** Clearance and Coordination of Requests from Outside Agencies for CIA Training Support.

**REFERENCE:** CIA Notice No. [REDACTED] dated 4 June 1959, "Correspondence Related to Training".

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1. Attention is invited to referenced CIA Notice.

2. By virtue of reserve training duty, personal contacts, and other means, members of the Office of Training from time to time receive formal or informal inquiries from members of the U.S. Armed Services or other U.S. Government agencies in regard to CIA training support. These queries may pertain to possible requests for training, for training material, to participation by CIA instructors in non-Agency training courses as guest speakers, requests for OTR review and comment of other-Agency curricula, etc.

3. In order to carry out the intent and spirit of CIA Notice [REDACTED] and in the interest of ensuring proper clearances and coordination within OTR, any new inquiries or requests received should be referred to the Office of the Director of Training prior to any commitment or action.

4. O/OTR will provide appropriate instructions and guidance as to the action to be taken, including necessary coordination, clearances, and reports which may be indicated.

[REDACTED]  
**MATTHEW BAIRD**  
Director of Training

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**Distribution:**  
OTR - Key IC

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